

N O T E

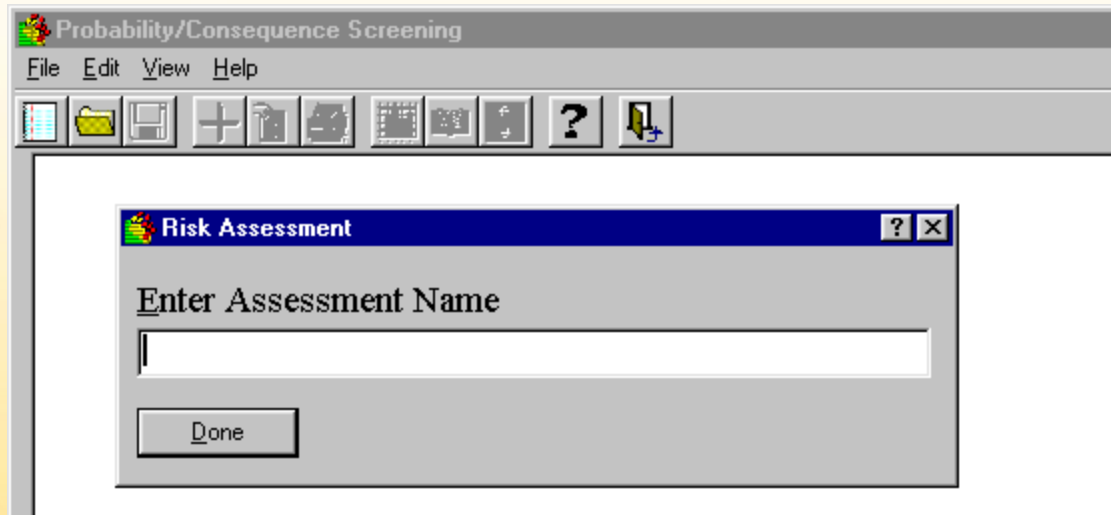
If the slide show is not launched, click on **View** → **Slide Show** in the menu bar at the top of the Power Point window.

When the **View** option is not visible, the slide show has been launched and you must click to proceed to the next slide.

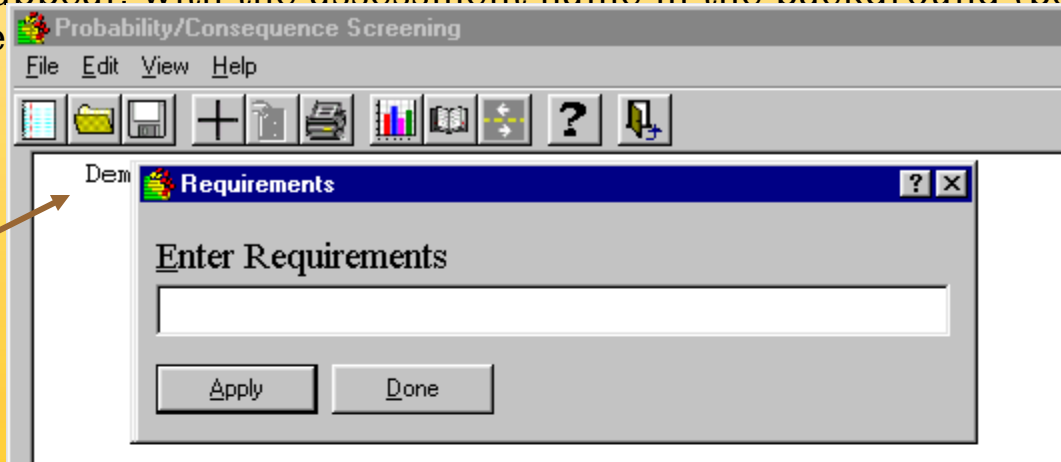


USING PROBABILITY/CONSEQUENCE SCREENING





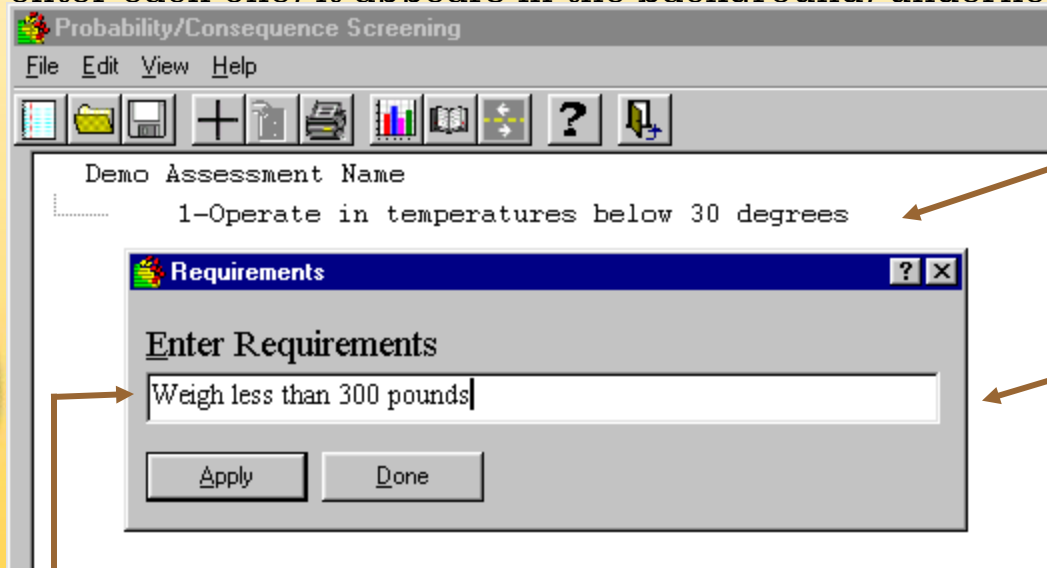
To begin with, click on **File** → **New** to begin a new assessment. You will be prompted to assign a name to it (above). Enter the **name of your assessment**, and then click **Done**. After naming your assessment, a **Requirements** box will automatically appear with the assessment name in the background (below). Each assessment



The name of your assessment will appear in the background.



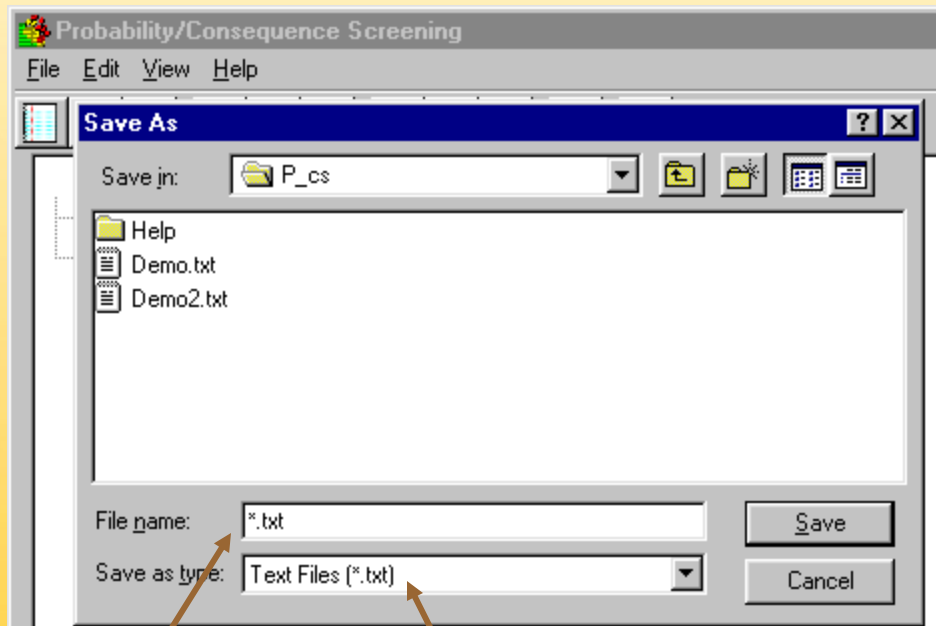
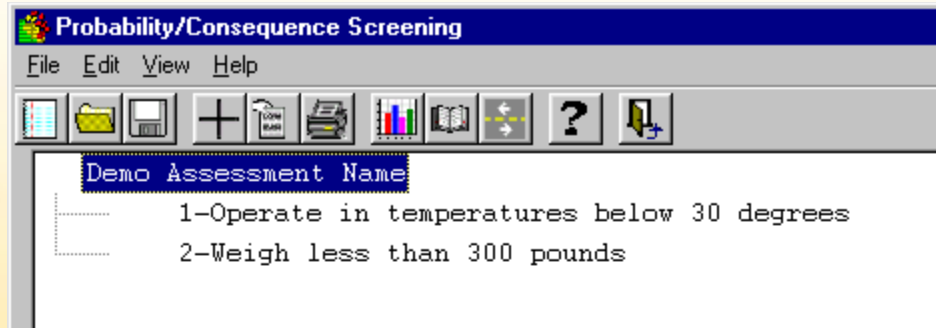
The **Requirements** are very important because they are the parameters of your risk assessment. **Requirements** might include tasks that need to be completed, elements of a WBS, or other factors appropriate to the assessment. An example would be “Operate in temperatures below 30 degrees.” Another example might be “Weigh less than 300 pounds.” Enter them in one at a time, then click **Apply** after entering each one. You will notice that as you enter each one, it appears in the background, underneath the name



As you enter each requirement in, and click **Apply**, it will appear underneath the name of the assessment.

Another Requirements box will appear each time you click **Apply**, until you click **Done**.

Examples of **Requirements** might include technical specs, Key Performance Parameters, or other data.



Type in a file name here. An asterisk (*) will appear as the file name until you enter one.

Remember, all of your **assessments** must be saved as **Text** files (.txt). These are the only types of files that the P/CS software will be able to "run" to generate your assessment results.

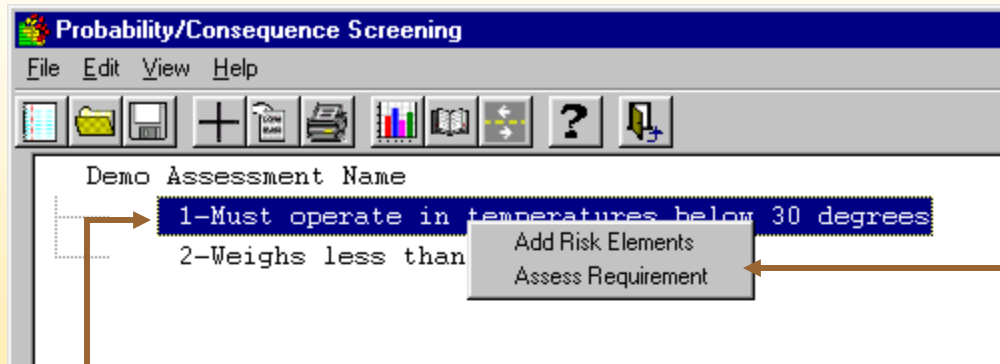
When you have finished entering the last **Requirement**, click **Done**. After you click **Done**, all of your **Requirements** will be listed under the name of your assessment (above).

You will only be able to save your assessment after entering in one or more **Requirements**.

Click **File** → **Save As**. You will be prompted to enter a file name for your assessment, which will be saved as a Text file (.txt). It is recommended to give the file the same name that you gave your assessment. After naming the file, click on the **Save** button.

"CLICK" TO CONTINUE...

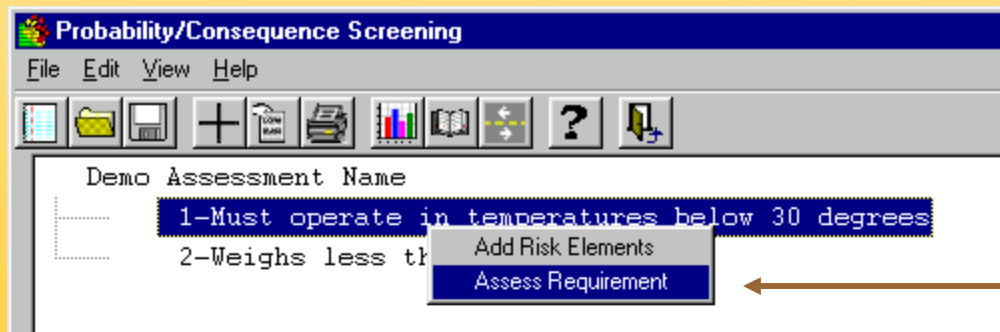




Click on an individual Requirement.....

....and this dialogue box will automatically appear, with two choices.

After entering your **Requirements**, the next step is to assess those requirements individually. When you click on a **Requirement**, a dialogue box appears, prompting you to either Add Risk Elements, or Assess Requirements (above). Scroll over and click on **Assess Requirements** (below).



Choose "Assess Requirement" to begin the process of defining the characteristics of that individual Requirement.



After you click on **Assess Requirements**, the following box will appear. Here is where the critical elements of your risk assessment will be entered.

Notice that the name of the individual **Requirement** is located in the top left corner, labeled **"Risk."**

Select the appropriate **Probability of Occurrence** (PF value) for this related Risk. This information will be used to generate a PF value to assess the probability of the risk occurring.

Note: If you do not select a value, no PF assessment can take place.

Risk Assessment

Risk: Operate in temperatures below 30 degrees

Owner:

Annotations:

Probability of Occurrence

☐ No Risk

☐ Level 1: 0 - 10%

☐ Level 2: 11 - 40%

☐ Level 3: 41 - 60%

☐ Level 4: 61 - 90%

☐ Level 5: 91 - 100%

OK

Cancel

?

Consequence of Occurrence

Performance Schedule Cost

☐ Negligible

☐ Minor

☐ Moderate

☐ Serious

☐ Critical

Warning!

After entering in the Probability of Occurrence, **DO NOT** click on OK. Clicking on OK will close this box prematurely, before you can enter in a Consequence of Occurrence (CF) value. (See next page.)

You will learn more about the different form fields in this box as you go through this exercise. Not all of the aspects and features of this software are necessary for performing this exercise, so we will be limiting this tutorial accordingly.

CLICK TO CONTINUE...

The next step is to enter in a Consequence of Occurrence (CF) value. This value will help assess the impact of the related risk, and can be analyzed from a Cost, Schedule and/or Performance perspective.

Risk Assessment

Risk: Operate in temperatures below 30 degrees

Owner:

Annotations

Probability of Occurrence

- ☐ No Risk
- ☐ Level 1: 0 - 10%
- ☒ Level 2: 11 - 40%
- ☐ Level 3: 41 - 60%
- ☐ Level 4: 61 - 90%
- ☐ Level 5: 91 - 100%

OK

Cancel

?

Consequence of Occurrence

Performance Schedule Cost

Performance

- ☐ Negligible
- ☐ Minor
- ☐ Moderate
- ☐ Serious
- ☐ Critical

If necessary, assign Consequence of Occurrence (CF) values for Performance, Schedule or Cost, if the Risk in question applies to these 3 areas. If it only applies to one are, such as Cost, then only enter a Consequence level under Cost. For example, if your Requirement was "Must cost less than \$5 million." you would not need to enter anything under Performance or Schedule, as this is only a Cost issue. In the given example - "Operate in temperatures below 30 degrees" - you would assign a value under Performance, but not Schedule or Cost.....

Risk Assessment

Risk: Operate in temperatures below 30 degrees Owner:

Annotations

Probability of Occurrence

- ☐ No Risk
- ☐ Level 1: 0 - 10%
- ☒ Level 2: 11 - 40%
- ☐ Level 3: 41 - 60%
- ☐ Level 4: 61 - 90%
- ☐ Level 5: 91 - 100%

OK Cancel ?

Consequence of Occurrence

Performance (Moderate) Schedule Cost

- ☐ Negligible
- ☐ Minor
- ☒ Moderate
- ☐ Serious
- ☐ Critical

Consequence of Occurrence

Performance (Moderate) Schedule (Serious) Cost (Negligible)

- ☐ Negligible
- ☐ Minor
- ☒ Moderate
- ☐ Serious
- ☐ Critical

Note: When you assign a CF value (in this case, "moderate"), that value appears under the Performance, Schedule or Cost heading.

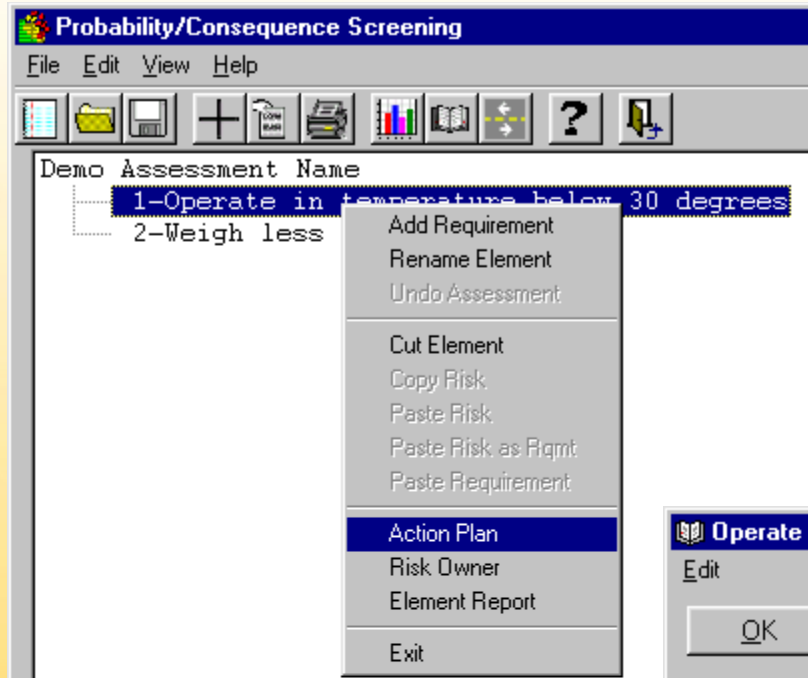


In this case, because our example Requirement - operating temperature - is only a performance issue, no values appear under Schedule or Cost.

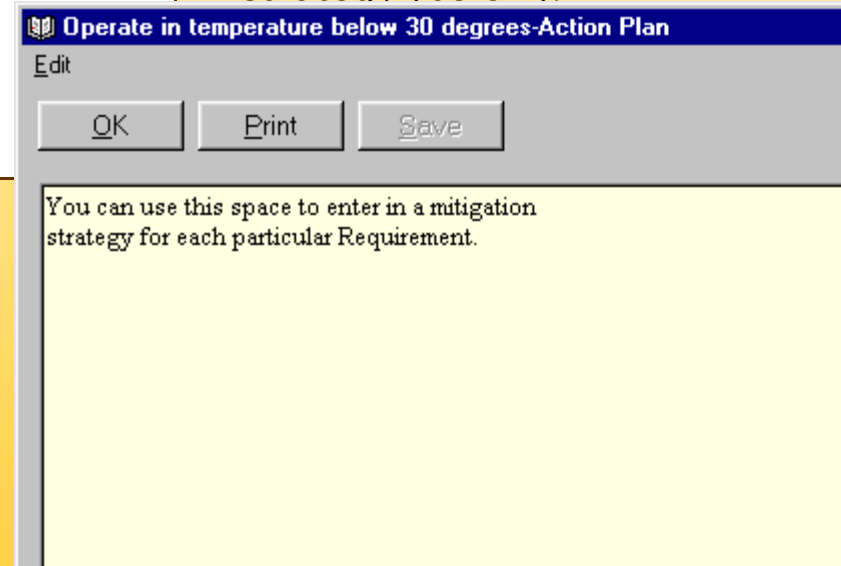
This is what the Consequence of Occurrence (CF) box would look like if you assigned values to all three areas of Cost, Schedule and Performance. Notice that the values appear under the respective headings

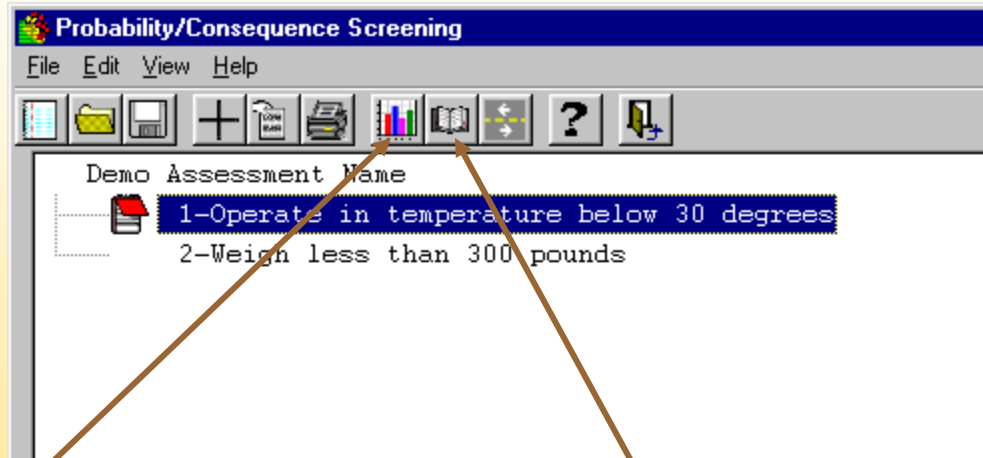
"CLICK" TO CONTINUE...

After assigning both Probability of Occurrence and Consequence of Occurrence values, if applicable, you can then click on OK to save your Requirements' data. You're now ready to finalize your assessment.



After you have entered in your risk requirements, **click OK**. Then **Right Click** on the individual Requirement (left) and select **Action Plan**. This will bring up a separate screen for you to enter a mitigation strategy (below).

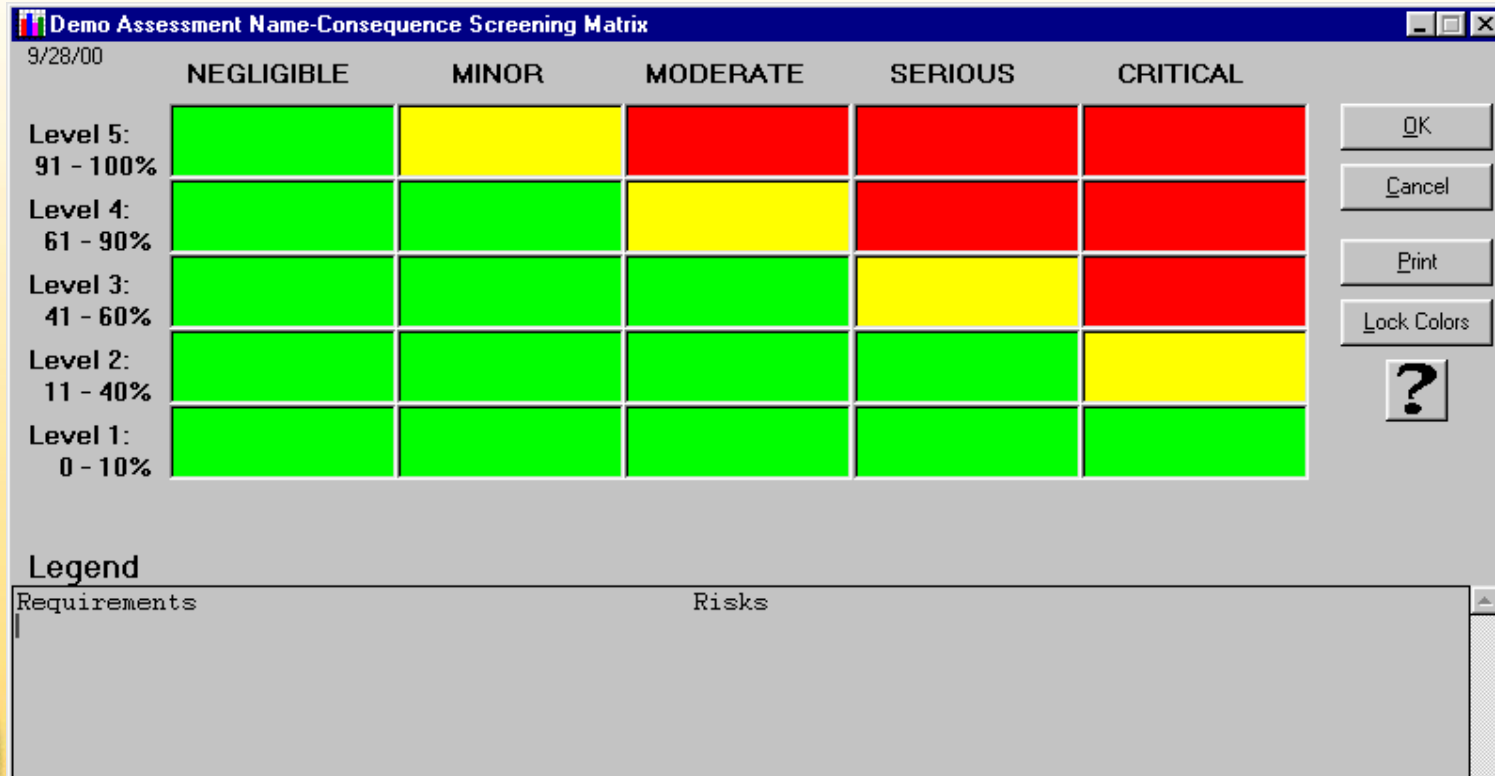




Clicking on this icon will produce a graphical output of your results...

...while clicking on this icon will generate a text-based report.

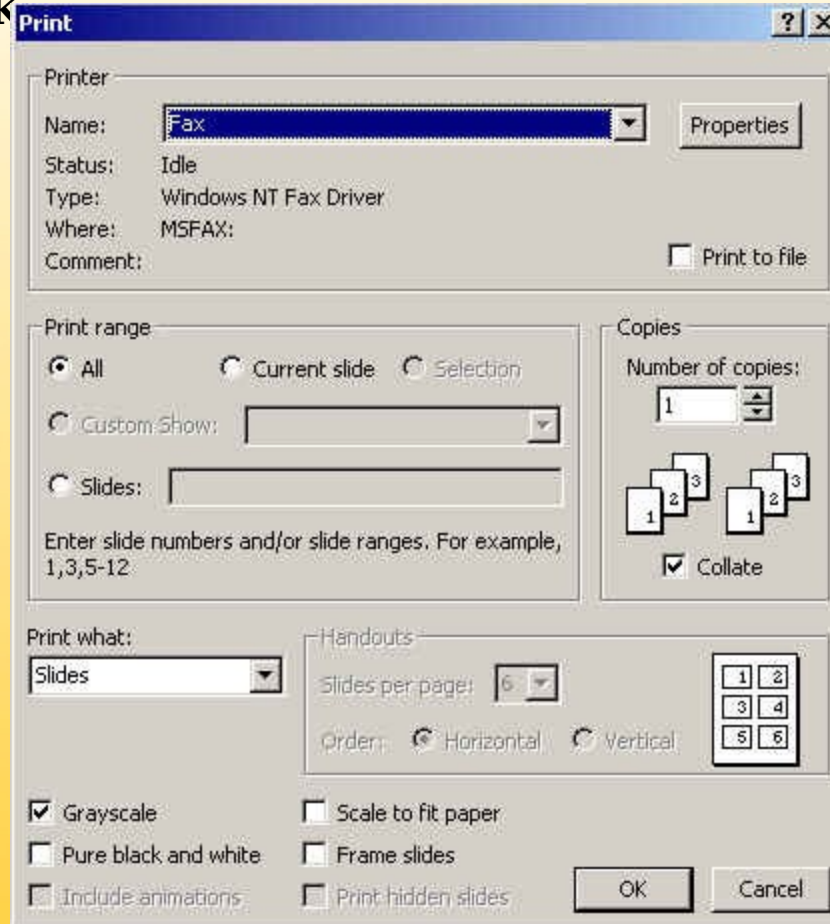




Your graphical output of results will look similar to this one above. As you can see, green, yellow and red are used to indicate the level of consequence for each risk requirement. Please note that in your version will reflect the Requirements you have entered during the course of the exercise, and each individual risk element will be plotted in the chart, designated P1, P2, etc, under the corresponding consequence level.

SAMPLE

To print the PowerPoint slides, click on **File** → **Print...**
You will then be prompted to choose your print options. Select them and click **OK**.



Print

Printer:

Name: **Fax** Properties

Status: Idle

Type: Windows NT Fax Driver

Where: MSFAX:

Comment: ☐ Print to file

Print range:

☒ All ☐ Current slide ☐ Selection

☐ Custom Show:

☐ Slides:

Enter slide numbers and/or slide ranges. For example, 1,3,5-12

Copies:

Number of copies: 1

☒ Collate

Print what: **Slides**

Handouts:

Slides per page: 6

Order: ☒ Horizontal ☐ Vertical

☒ Grayscale ☐ Scale to fit paper

☐ Pure black and white ☐ Frame slides

☐ Include animations ☐ Print hidden slides

OK Cancel

